



Memorandum

To: Jeff Montera, Project Manager

From: Angela Frandsen, Quality Assurance Manager *ahf*

Reviewed by: Krista Lippoldt, Quality Assurance Coordinator for EPA
Region VIII RAC *KL*

Date: September 12, 2002

Subject: Libby CSS QAM checklist for 8/25/02 to 9/7/02

The following summarizes the QA activities that are being verified biweekly by the QAM for the Libby CSS. These activities are discussed in Section 7 of the CSS Final SAP. This memorandum covers the above-referenced two-week time period.

1. Field Team Orientation

(QAM will attach the signature page for each orientation)

Number of new field team members: 3 (D. Zambrano, Kent Hankinson, and Victor Contreras)

Number of field team member orientations: 3. See attached signature list.

Comment: C. Zeliznak who had not signed the form when he was first oriented, signed the form and faxed it back.

2. Field Form Completion Checks (IFFs and FSDSs)

(QAM will perform a 10% check on completed field forms sent to Helena for evidence that field team members are doing the required QC checks.)

Number of IFFs completed: 161 between 8/25 and 9/7/02

Number of IFFs received in Helena: 206 (IFFs shipped to Helena would include those from 8/22 to 9/5 because they are shipped on Fridays)

Number and percent of IFFs checked by the QAM for completeness and correctness: 24 (11.6%); 2 forms were found with problems (see attached list).

Corrective Action: List of IFF forms with problems sent to CSS Task Leader for corrective action - see attached list for details on corrective actions taken

Number and percent of IFFs checked by the CSS task leader for completion and correctness: 162, 100%

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Number of FSDSs completed: 250 between 8/25 and 9/7/02

Number of FSDSs received in Helena: 332 (FSDSs shipped to Helena would include those from 8/22 to 9/5 because they are shipped on Fridays)

Number and percent of FSDSs checked by the QAM for completeness and correctness: 36 (10.8%); no problems found.

Corrective Action Taken: None required.

Number and percent of FSDSs checked by the CSS task leader for completion and correctness: 261, 100%

Comment:

3. Supplemental Verification of Vermiculite Product

(CSS field team leader to notify QAM by email if this occurs)

Number of occurrences of supplemental verification: None

Addresses of verifications: NA

4. Screening Field Checks

(CSS task leader will check 2% of all properties)

Total number of properties sampled up to 9/7/02: 1766

Total number and percent of screening field checks performed by task leader: 0 checks during this two week time period; 1.6% of properties have been checked overall.

Comment: While page 7-2 of the Final SAP does not indicate a specific time frame for the completion of the 2% checks, the purpose of these checks it is to catch errors early and retrain field teams if necessary. The CSS TL would like to do these 2% checks in large blocks, which is more time efficient, but this may not coincide with the two-week time periods covered in these memoranda. To achieve a compromise, CSS TL will perform a large block of these checks to bring the frequency to over 2%, do no checks for a time, and then do another large block of checks before the frequency falls below 2%.

5. Field Audits

Field audit conducted when and by whom? None.

6. Field QC Samples (July 28 through August 10, 2002)

Field Duplicates (1/20)

Number of field samples collected: 565

Number of duplicates collected: 30

Ratio: 1.06/20

Equipment Blanks (1/day)

Number of days soil sampling occurred: 8

Number of equipment blanks collected: 8

Ratio: 1/day

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Aqueous Rinsates (1/day, 3 different weeks throughout field season)

Number of days expected to collect rinsates during the time frame: 0

Number of rinsates collected: 0

Ratio: NA

Next time period rinsates expected to be collected: October (week not specified at this time)

Total number of rinsates collected since sampling began: 12

Comment:

Preparation Duplicates (1/20)

Number of samples prepared by the CDM laboratory: 720

Number of preparation duplicates collected: 40

Ratio: 1.11/20

Preparation Blanks (1/day)

Number of days that samples were prepared by the CDM laboratory: 6

Number of preparation blanks collected: 6

Ratio: 1/day

Comment:

SEM/IR Splits (first 500 samples: 1/5 of IR \leq 0.5%, 1/10 of IR $>$ 0.5% and \geq 1%)

Total number of samples \leq 0.5%: None yet

Number and percent of SEM/IR splits: None yet

Total number of samples $>$ 0.5% and \geq 1%: None yet

Number and percent of SEM/IR splits: None yet

Comment: No laboratory yet under contract to perform soil analysis, either for IR or SEM. Anni Autio (laboratory coordinator) in charge of arranging this once laboratories are subcontracted.

7. Data Entry Checks (10% of Volpe data entry)

Number of data entries: None (no analytical results)

Number and percent of data entries checked: None (no analytical results - data entry to be checked after analytical data are uploaded into database)

Name of person(s) checking data entries: NA at this time

8. Data Validation

Number of samples validated and reviewed and by whom: None, no analytical results yet

Number of sample results rejected: 0 out of 0

9. CDM Document Review

Documents issued to the client: Final SAP Addendum for the Stimson Lumber Company Area (9/2/02)

Which ones required Editorial Review and was review conducted? Final SAP, only minor changes were noted, form not signed, no corrective action deemed necessary

Which ones required Technical Review and was review conducted? Final SAP, Yes

Which ones required QA review and was review conducted? Final SAP, Yes

Field Record of Deviation/Request for Modification forms completed and sent to EPA for approval: No new forms submitted to EPA.

Overall Comments:

cc: Jim Christiansen, EPA
Mary Goldade, EPA
Mark Raney, Volpe
Krista Lippoldt, CDM
Dee Warren, CDM
Dave Schroeder, CDM
Terry Keller, CDM
George DeLullo, CDM
Tim Wall, CDM

CSS Orientation Program

Name	Office	Date	Signature
Dee Warren	Donver	5/8/02	Dee Warren
Noel Anderson	NS	5/8/02	Noel Anderson
TOM VANDERWEE	LONG BEACH	5/8/02	Tom Vanderweel
CHRIS WORTHINGTON	FAIRFAX	11	Chris Worthington
Brian Pyles	Piketon	5/8/02	Brian Pyles
Mike Coffey	OK Ridge	5-8-02	Mike Coffey
Terry Keller	Helena	5/8/02	Terry Keller
Michael Gessen	Fairfax	5/8/02	Michael Gessen
Douglas J. Madrik	K.C.	5/8/02	Douglas J. Madrik
Johnny Cook	DENVER	5/8/02	Johnny Cook
Joe S. Voss	Fairfax	5/8/02	Joe S. Voss
MARC SCHLEIBER	KANSAS CITY	5/29/02	Marc Schleiber
Bob Alexander	Helena	5/29/02	Bob Alexander
Karen J Berry	Cambridge	5/29/02	Karen J Berry
Robert HUNT	Fairfax	6/10/02	Robert Hunt
Karin Mainzhausen	Helena	6/13/02	K. Mainzhausen
Albert Munoz	Carlsbad	6/13/02	Albert Munoz
Richard E. Esh	Dallas Tx	6/12/02	Richard E. Esh
Don Kolowski	Syracuse	6-17-02	Don Kolowski
Brian Hilts	K.C.	6/17/02	Brian Hilts
Carrie Fingert	Fairfax	6/17/02	Carrie Fingert
Bob Tolford	Atlanta	7/9/02	Bob Tolford
Regina Clifford	San Diego	7/9/02	Regina Clifford
Kristin Sloane	Wayne	7/9/02	Kristin Sloane
DANIELLE SAINT LOUIS	WOODBRURY	7/9/02	Danielle Saint Louis
Robert Szakaly	Pittsburgh	7/9/02	Robert Szakaly
WALTER SMITH	EL PASO, TX	7-9-02	Walter Smith
AIMEE VESSELL	SYRACUSE, NY	7/16/02	Aimee Vessel
GUYAN POTRA	Helena	7/23/02	Guyan Potra
RAUNAL ROBERTS	ABQ	7/23/02	Raunal Roberts
KENNY PETERSON	FAIRFAX	8/13/02	Kenny Peterson
Paul Oram	FFX	05/29/02	Paul Oram

IFFs that need to be corrected:

Period: Paperwork received for weeks of 8/25/02 through 9/7/02

IFF BD#'s	10% QC Check problem found	Corrective Action Taken	Date Corrected
BD-001656	p. 5. For question, "Is there any evidence of primary source materials at or near the property?", "No" was crossed out and "Yes" was circled. It was noted clearly that vermiculite from ACE Hardware (recently purchased) was present in the yard, not Libby vermiculite. Form needs clarification.	Additional information clearly states the source of the vermiculite. Reference was added to notes sections of this question to clarify that the vermiculite present at the site was purchased at Ace. SEE FAX.	9/11/2002
BD-001033	p. 3. Under Outdoor Assessment, "Yes", "No" or "NA" needs to be circled for Stockpiles	Mike Coffey visited the address on 9/12/02 to confirm if stockpiles are present. SEE FAX.	9/12/2002

S INFORMATION FIELD FORM (continued)

NO. 979 P. 3/4

Address: 423 North Central Rd.BD# 001656

Data Item	Value	Notes
CONTAMINANT SCREENING STUDY ASSESSMENT		
Occupant Information		
Is there any knowledge of former miners, close relative of miners, or any highly exposed persons living or visiting the property?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	
Is the resident, past or present, diagnosed with an asbestos related disease?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	
Indoor Information		
Does the interior have Zonolite attic insulation?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	
Did the interior ever have Zonolite attic insulation?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown NA	NA applies if attic currently has ZAI.
Are there vermiculite additives in any of the building materials?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	
Outdoor Information		
Is there any evidence of primary source materials at or near the property?	Yes <input checked="" type="radio"/> No <input type="radio"/> <u>OK 8/14/02</u> Unknown	See additional comments @ 9-11-02
Could this have been tracked indoors or otherwise spread outdoors on the property?	Yes <input checked="" type="radio"/> No <input type="radio"/> <u>OK 8/14/02</u> Unknown	
Overall Assessment		
Are primary source materials present at the property?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Where are primary source materials located?	Inside <input type="radio"/> Outside <input type="radio"/> Both <input checked="" type="radio"/> NA <input type="radio"/>	
ADDITIONAL INFORMATION <u>NO ZAI present inside. There is some vermiculite in the yard, but it is purchased from Ace Hardware, 2002 sampling team discovered a shunting range that is added to page 6 of 7. One dog, mild temper AS 8/23/02.</u>		

CSS INFORMATION FIELD FORM (continued)

Address: 312 Norman AveBD# 001035

Data Item	Value	Notes
INDOOR ASSESSMENT		
Vermiculite Insulation Past or Present	Attic: Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> NA Unknown Walls: Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> NA Unknown Basement: Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> NA Unknown Crawl Space: Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> NA Unknown Other: _____	Visual confirmation of current presence or absence required for attic.
Evidence of Physical Damage?	<input checked="" type="radio"/> Yes No	BASMENT BATHROOM
Evidence of Water Damage?	<input checked="" type="radio"/> Yes No	"
OUTDOOR ASSESSMENT		
Libby Amphibole Sources Present	Garden: Yes No <input checked="" type="radio"/> NA Yard: <input checked="" type="radio"/> Yes No NA Stackpiles: Yes <input checked="" type="radio"/> No NA Other: <u>flower beds/planters have some</u>	<u>small garden 7.5 ft yard, planters</u>
Proximity to Other Properties with Potential Sources of Libby Amphiboles	Next door Within same block Other: _____ <input checked="" type="radio"/> Unknown	

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CDM Federal Programs Corporation

Quality Control Review Sheet

Contract Name: <u>RAC VIII</u>	Project Number: <u>3282-116</u>
Document Type: <u>Final SAP Addendum</u>	Number of Pages: <u>25</u>
Document Title/DCN: <u>Final SAP Addendum for the Stimson Lumber Company Area</u>	
Initiated By: <u>K. Lippold</u>	Product Author: <u>K. Lippold</u>
Date Initiated: <u>8/29/02</u>	Date Due to Client: <u>8/2/02</u>
QCC:	Internal Due Date: <u>8/29/02</u>

Reviews Required		Document Version	
<input type="checkbox"/> Editorial	<input type="checkbox"/> Regulatory Review	<input type="checkbox"/> Preliminary Draft	
<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Working Draft	
<input checked="" type="checkbox"/> QCC	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Final Draft	
<input checked="" type="checkbox"/> QA*		<input type="checkbox"/> Final Document	
Estimated Review Hours: Editorial: _____ Technical: _____ QCC: <u>5</u> QA: _____ Regulatory: _____			
Engineering: _____ Other: _____ Charge Number: _____			

*QA review is required for work plans, field plans, measurement reports, and documents procuring technical services.

Editorial Reviewer: <u>only minor changes</u>	Due Date	Date Reviewed	Signature
Report Item	No Changes	See Text for Changes	Please Call to Discuss
Overall Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity, Consistency, Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference List/Citations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables/Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QCC Confirmation of Changes		<input type="checkbox"/>	

Technical Reviewer: <u>Steve Findingsland</u>	Due Date: <u>8/29/02</u>	Date Reviewed: <u>8/29/02</u>	Signature: <u>Steve Findingsland</u>
Report Item	No Changes	See Text for Changes	Please Call to Discuss
Intended Control Station	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3282-116-QC-REVU-15490	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Libby Asbestos RI SAP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/28/2002	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC Review Sheet-Stimson Lumber SAP Ad	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QCC Confirmation of Changes		<input type="checkbox"/>	

Additional Reviewer: <u>G. DeLuca</u>	Date Reviewed: <u>8/29/02</u>	Signature: <u>[Signature]</u>
<input checked="" type="checkbox"/> QA <input type="checkbox"/> Regulatory <input type="checkbox"/> Engineering <input type="checkbox"/> Other		

Word Processor:	Signature:
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QCC Final Confirmation Signature: Steve Findingsland Date: 8-29-02